

WebEx Court Etiquette

1. **WebEx is court!**
2. Be on time.
3. **Dress and act** like you are in court.
4. All WebEx court proceedings are recorded, and the court reporter will be present to transcribe the proceedings. Anything you say will be recorded on video and in the court transcript.
5. **You will get the opportunity to speak with your lawyer privately if you need to.** This can be done on a second device (such as a second phone), or if you are using your only phone for the WebEx, you can **ask the judge to speak with your attorney privately** and the judge will pause the WebEx so you can communicate with your attorney.
6. Find a **quiet place** to participate in the hearing. This can be a room inside your residence or even your car.
7. **Please do not** move from room-to-room during the hearing. You should find a quiet place you can stay for the entire hearing.
8. **Please silence your phone** and turn off your television before entering the WebEx. You may use your phone to communicate directly with your attorney during the WebEx, but it should still be on silent and you should avoid using the phone for any other reasons during the hearing.
9. When you are setting up your camera, please try to **center your face** in the screen without any controls covering your face so the court can see you clearly.
10. Please **mute yourself** unless you are speaking to avoid any background noise or feedback.
11. Please **do not** smoke, drink, or eat during the WebEx.
12. **Listen** to what is being said and **pay attention** to what is happening. At some point the judge may ask you if you have any comments or would like to add anything for the record so it is in your best interest to listen.
13. If someone is there with you, **please let your attorney or the court know** at the beginning of the WebEx. You may have someone else there with you if they are **not** disruptive or distracting for support, but the court will need to know for the record.
14. It may be helpful to test WebEx the night before or at some point *before* the meeting to ensure you are on time for your hearing and know how to use the WebEx platform. You can use the following link to test WebEx on your device and familiarize yourself with some of the controls: <https://www.webex.com/test-meeting.html>
15. For additional helpful hints please watch this YouTube video: <https://youtu.be/ETRQ3hAcjps>. Although this video talks about Zoom and we will be using WebEx, the platforms are very similar. Additionally, this video has some good advice about lighting, background, and setting up technology in preparation for your remote court appearance.